

Date: _____

MEMORANDUM FOR FINANCIAL STATEMENTS AND REPORTS BRANCH, DFAS-OMAHA/ARF
Attn: Ms. Rhonda Seaver

THROUGH: Mr. James Wolff, Financial Services Officer, USUHS-FMG/FSO

SUBJECT: Request for Transfer of Expenses

1. Please transfer \$ _____ Of expenses which have been charged against area/org
UIS 30-2502 but which are properly related and chargeable to area/org ____ - _____.

2. The reason for this transfer is:

Transfers the cost of moving or changing a telephone to the requesting department of
activity.

3. JUSTIFICATION:

The cost of moving and changing telephones is established under the regional Department of
Defense contract and this approved action needs to be charged to the requesting activity.

4. If you need any additional information please call:

Mr. Marv Gilbert at (301) 295-9859 or Mr. Harvey Lewis at (301)295-9860.

5. APPROVAL:

Edmund Jackson
Director, Information Services
Management Center

Name: _____
Title: _____